

Corringham Parish Council

AGAR Documents 2021-22

Annual Governance and Accountability Return 2021/22 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2022**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2021/22**, page 4
- **Section 1 – Annual Governance Statement 2021/22**, page 5
- **Section 2 – Accounting Statements 2021/22**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2021/22 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£200 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

If it decides to certify itself as exempt, the authority must complete and return the Certificate of Exemption on Page 3 to the external auditor to confirm that it has certified itself exempt.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2021/22, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2022. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2022**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation available for publication?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)	—	—

*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Certificate of Exemption – AGAR 2021/22 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2022, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

CORRINGHAM PARISH COUNCIL & BURIAL AUTHORITY

certifies that during the financial year 2021/22, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2021/22: **£13,995** R AMOUNT £00,000

Total annual gross expenditure for the authority 2021/22: **£15,977** R AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2018
- In relation to the preceding financial year (2020/21), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2022.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer

Date

05/04/2022

I confirm that this Certificate of Exemption was approved by this authority on this date:

05/04/2022

Date

05/04/2022

as recorded in minute reference:

Minutes 06/2022 item 9a (05/04/2022)

Generic email address of Authority

clerkcorringhampc@gmail.com

Telephone number

01427 838587

*Published web address

https://corringham.parish.lincolnshire.gov.uk

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2022. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2021/22

CORRINGHAM PARISH COUNCIL & BORIAL AUTHORITY

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During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	✓		
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

25 05 2022

Name of person who carried out the internal audit

LINDA SUMMERS

Signature of person who carried out the internal audit



Date 26 05 2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

CORRINGHAM PARISH COUNCIL & BURIAL AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

07/06/2022

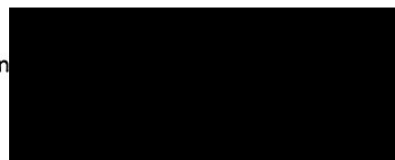
and recorded as minute reference:

8a - 07-06-2022

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk



Other information required by the Transparency Code (not part of the Annual Governance Statement)		
	Yes	No
The authority website/webpage is up to date and the information required by the Transparency Code has been published.	✓	

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Section 2 – Accounting Statements 2021/22 for

CORRINGHAM PARISH COUNCIL & SOCIAL AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	10,862 15,131	15,131 13,148	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	10,200	10,200	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	10,143	3,795	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2,095	3,020	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	9,979	12,958	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	15,131	13,148	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	15,131	13,148	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	17,712	18,720	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	-	-	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer for the year presented to

Date

07/06/2022

I confirm that these Accounting Statements were approved by this authority on this date:

07/06/2022

as recorded in minute reference:

8a-07-06-2022

Signed by Chairman of the meeting where the Accounting Statements were approved

Corringham Parish Council - Reconciliation as at 31/03/22

		£
Balance B/fwd 01/04/20		15,130.62
Plus Income		<u>13,995.14</u>
		29,125.76
Minus Expenditure		15,977.44
Closing Balance		<u><u>13,148.32</u></u>
Bank Reconciliation		
Reserves	23/03/2022	5,500.14
Bank Statement	23/03/2022	7,648.18
Total		<u>13,148.32</u>
Less cheques not presented		-
Plus Receipts not yet cleared		-
CASH AT BANK		<u><u>13,148.32</u></u>

0.00 Check

Corringham Parish Council - Variances Explained 2021/22					
	2021	2022	Variance	% Variance	Explanation (over 15%)
Box 2 Precept	10,200	10,200	0	0	
Box 3 Other Receipts	10,143	3,795	6,348	62.6%	Main difference. Decrease in NHP Grant of £4,900 in 2021/22 Vat refund in 2020/21 £1,518 vs Zero in 2021/22
Box 4 Staff Costs	2,095	3,019	2,095	100.0%	Increase in hours 2021/22 plus additional hours updating and writing policy documents
Box 5 Loan Int and Cap Repayments	-	-	-		
Box 6 Other Payment	9,979	12,958	2,979	29.9%	Neighbourhood plan cost reduced by £3,702 on 2020/21
Box 9 Fixed Assets	17,712	18,720	1,008	5.7%	Asset review: The following items were added: Noticeboard for Aisby - £239 Salt spreader added - £178 Fencing & gates added - £3,880 Additional notices added - £150 Land holdings added - £102 Mill Mere bench added - £300 Bench brackets added £100 The following items were removed: Bench on Bonsdale Lane - £115 2 x benches double counted - £430 £2 x Notice boards - £170 - Village hall property wrongly attributed Scaffolding - £460 - Village Hall property wrongly attributed
Box 10 - Total Borrowings	-	-	-		

Corringham Parish Council

Income 2021/22

Date Paid	Rec	Description	Invoice No.	Amount	Precept	Cemetery	Allotments	VAT	Grants	Bank Interest	Total	Bank Statement Number
01/04/2021	/	Precept		£10,200.00	£10,200.00							114
13/04/2021	/	Cemetery		£55.00		£55.00						114
09/08/2021	/	Cemetery		£105.00		£105.00						118
29/10/2021	/	NP Grant (Groundworks)		£2,700.00					£2,700.00			121
26/01/2022	/	Cliff Bradley & Sons	22001	£85.00		£85.00						124
21/01/2022	/	Allotments (RH)	22004	£70.00			£70.00					
26/01/2022	/	Allotments (MP)	22006	£350.00			£350.00					124
26/01/2022	/	Allotments (SE)	22005	£70.00			£70.00					124
29/01/2022	/	Allotments (NR)	22002	£70.00			£70.00					124
18/02/2022	/	Allotments (PH)	22003	£60.00			£60.00					124
05/02/2022	/	Cliff Bradley & Sons	22007	£85.00		£85.00						124
07/02/2022	/	Retford Memorials Ltd	22008	£55.00		£55.00						124
11/03/2022	/	Cliff Bradley & Sons	22009	£90.00		£90.00						125
26/03/2022	/	Gross Interest		£0.14						£0.14		13
				£13,995.14	£10,200.00	£475.00	£620.00	£0.00	£2,700.00	£0.14	£13,995.14	

Note: Cemetery - records kept with the Burial Clerk

Coringham Parish - Expenditure 2021/22

Date	Rec	Cheque Number	Payee	Description	Bank Statement Number	Cheque/BACS Total	Churchward, Cemetery, Fund, Field	Grass Cutting	Allocments	Clerk's Salary	HMRC	Clerk's Ep mileage	Councillor Expenses	Auditor Fees	Section 137	Donations 5137	NIP	Jubilee	Bank Charges	PAYE	Seats/h Board/Sign SIDS	General Admin/Job y/Training	VAT	
01/04/2021	/	100290	A Hayward	Salary and stamps	114	204.06				196.14														
01/04/2021	/	100291	LALC	Annual Subs/Training	114	298.53																258.53		
01/04/2021	/	100292	N Kesteven DC	Cemetery Rates	114	229.96	229.96																	
01/04/2021	/	100293	D Smiley	NIP Expenses	115	344.17										344.17								
01/05/2021	/	100294	A Hayward	Salary & Litter Grabbers	115	224.12				183.12		7.20										33.80		
01/05/2021	/	100295	Bonnells	Black refuse sacks	116	262.8																21.90		4.38
01/05/2021	/	100296	R Wilkinson	Fert. grass cut (all areas)	115	430.00		430.00																
01/05/2021	/	100297	Zurich Municipal	Annual Insurance	115	345.80																345.80		460.00
01/05/2021	/	100298	Amber Tree Care	Replacement Fence/Gate	115	2,880.00	2,400.00																	
01/05/2021	/	100299	I Summers	Internal Audit	115	50.00								50.00										
01/05/2021	/	100300	A Hayward	Salary (for pay)	116	258.00				251.40		7.20												
01/05/2021	/	100301	HMRC	City PAYE	116	161.20																		
01/05/2021	/	100302	R Wilkinson	Grass cutting	116	180.00		180.00																
01/07/2021	/	100303	A Hayward	Salary	117	115.40				115.40														50.00
01/07/2021	/	100304	Amber Tree Care	Gates/plants	118	300.00	250.00																	
01/07/2021	/	100305	Groundworks	Repay surplus NP grant	118	803.19										803.19								
01/07/2021	/	100306	R Wilkinson	grass cut/s/trim/hedge cut	118	416.00		446.00				7.20												
01/08/2021	/	100307	A Hayward	Salary/Expenses	118	153.33				137.04												9.00		
01/08/2021	/	100308	Information Comm	Annual fee	119	40.00																		40.00
01/09/2021	/	100309	A Hayward	Salary & Holiday Pay	119	146.94				146.94														
01/09/2021	/	100310	HMRC	Quarterly PAYE	119	482.00		482.00																
01/09/2021	/	100311	R Wilkinson	Grass cutting/Maint	120	184.52		482.00		384.52														
01/10/2021	/	100312	A Hayward	Salary/Expenses	120	101.60																		
01/10/2021	/	100313	HMRC	Quarterly PAYE	120	101.60																		
01/10/2021	/	100314	LCC	grass cutting - school	121	120.00		120.00																
01/10/2021	/	100315	R Wilkinson	Grass cutting	121	135.00		135.00																
01/11/2021	/	100316	A Hayward	expenses - notice board	121	238.74																		
01/11/2021	/	100317	A Hayward	Nov Salary	121	207.74				193.34														35.79
01/11/2021	/	100318	R Wilkinson	Grass cutting Maintenance	121	235.00		235.00																
01/11/2021	/	100319	Coringham V Hall	Room Hire 02.11.21	121	20.00		235.00																
01/12/2021	/	100320	A Hayward	Final Salary (incl Hol. Pay)	122	272.24				272.24														
01/12/2021	/	100321	HMRC	Quarterly PAYE	122	166.00																		
01/12/2021	/	100322	Coringham V Hall	Room Hire 30.11.21	122	10.00																		
01/12/2021	/	100323	LCC	Room Hire 07.12.21	122	10.00																		
16/01/2022	/	100324	Clive Kettle	Pr Consultation (final)	122	1,400.00										1,400.00								
16/02/2022	/		HSBC	Bank Charges		13.00																		
16/02/2022	/		HSBC	Bank Charges		8.00																		
17/02/2022	/	100325	Coringham V Hall	Room Hire 04.01.22	123	20.00																		
28/02/2022	/	BACS	Smiths of Derby	Church Clock Servicing (3yrs)		619.20										619.20								
02/03/2022	/	BACS	T W Wright (Builder)	Bench Refurbishment Contract		1,654.80																		
02/03/2022	/	BACS	Coringham V Hall	Room Hire 01.02.22		24.00																		
07/03/2022	/	BACS	E Raymond	January Salary + Overtime		639.18				639.18														
07/03/2022	/	BACS	E Raymond	February Salary		239.20				239.20														
08/03/2022	/	BACS	LALC	Burial Clock Course		108.00																		
12/03/2022	/	BACS	Oliver Smiley	Expenses		20.00						20.00												
12/03/2022	/	BACS	Diana Smiley	NIP Expenses		183.95																		
12/03/2022	/	BACS	Clerk	Expenses (January 2022)		125.12																		
12/03/2022	/	BACS	Clerk	Expenses February 2022)		88.00																		
19/03/2022	/		HSBC	Bank Charges		16.55																		
21/03/2022	/	BACS	Lincoln maqueets	Marquee Hire Deposit		163.00																		
22/03/2022	/	BACS	E Raymond	March Salary		461.00				461.00														
22/03/2022	/	BACS	Twispit Ltd	Queens Carboard Cut Out		54.00				451.00														
23/03/2022	/	BACS	Thornock & Sonmby	Allotment Gardens		100.00																		
24/03/2022	/	BACS	LC Printing Services	Flyers		130.00																		
24/03/2022	/	BACS	LC Printing Services	PC Newsletter		150.00																		
					Totals:					15,977.44	2,679.98	2,028.00	100.00	3,323.64	-	619.20	2,851.11	338.00	37.55	428.80	1,853.75	891.04	601.17	

3,019.52

Corringham Parish Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p>1. Date of announcement <u>30/06/2022</u> (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:</p> <p>(b) Diane Semley, 22 Middle Street, Corringham, DN21 5QS Email – clerkcorringhampc@gmail.com <u>01427 839818</u></p> <p>commencing on (c) <u>Monday 2nd July 2022</u></p> <p>and ending on (d) <u>Friday 12 August 2022</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) <u>Diane Semley</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>